

**Summary of the
NELAC Board of Directors Teleconference
October 29, 1998**

The Board of Directors of the National Environmental Laboratory Accreditation Conference convened by teleconference on Thursday, October 29, 1998 at 1:30 p.m. The meeting was led by the Board chair, Dr. Ken Jackson. The action items are shown in Attachment A and the list of participants are shown in Attachment B.

Approval of Minutes

The minutes of the September 24, 1998 meeting were approved and the action items reviewed.

Updates from the Chair

- Dr. Jackson reported on the video presentation which was shown on October 8, 1998. He reported that the question and answer portion would be added onto the video. The video is free to the states. The contact person is Dennis Shipman (919) 541-5477. Copy of the video for the private sector is \$35.00 and copies can be requested from Christine Murphy (919) 515-5875.
- Paul Kimsey, CA Department of Health Services, has offered to give a presentation on third party accreditors. Ms. Bouchard will ask him to speak to the Board on this subject at the next teleconference at 3:30 p.m. Dr. Jackson also announced that Mr. Herb Brass will be asked to brief the Board on the Intergovernmental Task Force on Monitoring Water Quality at 3:00 p.m. The next conference call will be extended until 4:30 p.m.
- NELAC V Dinner - The Board discussed the menus that the hotel had to offer. It was decided that the Gideon Buffet at approximately \$35.00 per person was the choice.

Training

Ms. Barbara Finazzo reported on the status of the accreditation process for the states who have applied for accreditation. She also reported that the RS&T Directors will be meeting in December and NELAC will be an issue discussed at their meeting. She reported that an internal workgroup on training has been formed that includes herself, Nancy Wentworth, Jeanne Mourrain and Betsy Dutrow and she participated in an On-site Committee conference call on October 28, 1998. There is a shared concern about the length of the training. All are in agreement that both the basic course and the technical courses will have to be developed by a private vendor. Checklists are being developed and should be on the bulletin board by November 20, 1998. Steve Baker has developed an outline that can be used by a vendor to develop a course for Organics and Ms. Finazzo is developing an outline on Micro. After approval by the Committee they will be posted on the website. Ms. Finazzo asked that the funding for training and curriculum

development issue be placed on the agenda for the next Board meeting.

Nominating Committee Membership

Ms. Batterton reported that the policy on committee membership now states that a committee member cannot be on two committees at the same time. This policy makes it almost impossible to find members for the Nominating Committee that are knowledgeable about NELAC. She suggested modifying this policy for the Nominating Committee so that Nominating Committee members can also serve on other committees at the same time. Ms. Batterton will propose language to change this policy and will present it at the next Board meeting.

Comments from WEF, VA Chapter

A discussion on the comments received from Virginia was discussed. Ms. Jeanne Mourrain has asked that the Committee Chairs respond in writing to the WEF. Ms. Labie stated that the Quality Systems Committee had responded to each of the issues and that their comments are recorded in the minutes. It was suggested that the portion of the Quality Systems minutes where their concerns were addressed be included in the response from that committee. Dr. Jackson will ask all the chairs to respond to Virginia WEF. A copy of each committee's response should be sent to the Board and also to ELAB.

Dissolution of Program Policy & Structure Committee

Ms. Bouchard stated that at the last Annual Meeting the Program Policy & Structure Committee proposed that they be dissolved due to lack of activity. The Board felt that it could be dissolved and ad hoc committees formed to deal with future issues that might arise. A proposal was made that the issues of a dissolution and changes to the Constitution and Bylaws and any affected chapters are addressed by the committee at the Interim meeting.

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- Ms. Mourrain proposed that on the morning of January 11, 1999 a roundtable be held to discuss implementation issues for the active participants of the accrediting authorities (states actively pursuing NELAP recognition). A summary of the issues from the first roundtable meeting would be presented at a second roundtable meeting, which would be held for all potential accrediting authorities at the end of the Interim meeting.
- It was suggested that meetings be scheduled during the Interim meeting for Board members to meet with Mr. Chuck Fox, Office of Water, and Mr. Tim Fields, OSWER, together and Ms. Norine Noonan, Office of Research and Development.

Attachment A

Action Items Board of Directors Teleconference

October 29, 1998

Item No.	Action	Date Completed
1.	Ms. Barbara Finazzo will contract Betsy Dutrow regarding the status of the Utah technical review.	
2.	Jackie Sample will draft a letter to NIST with comments on the Draft International Standards for Dr. Jackson's signature and she will copy all Board members.	
3.	Ms. Carolyn Cross will check on having copies of the video sent to each Board member.	
4.	Ms. Pauline Bouchard will invite Mr. Paul Kimsey to speak at the next teleconference on third party accreditors.	
5.	Ms. Carol Batterton will propose language changes to the policy on membership at the next teleconference.	
6.	Dr. Ken Jackson will ask each of the committee chairs to respond to the comments made by VA, WEF. A copy of their response should be sent to the Board and to ELAB.	
7.	Dr. Ken Jackson will set up appointments for Board members to meet with EPA Assistant Administrators Chuck Fox, OW, and Tim Fields, OSWER and Norine Noonan, ORD, during the Interim meeting.	

Incomplete Action Items from Past Teleconferences

Item No.	Date of Teleconference	Action	Date Completed
13.	7/30/98	The Transition Committee will review and clarify the issue of supplemental requirements.	Ongoing
14.	7/30/98	Betsy Dutrow will poll the chairs on the issue of moving the NELAC meeting cycle from Winter/Summer to Spring/Fall.	Ongoing - comments still coming in
15.	7/30/98	The issue of revising the voting process will be discussed in the next meeting.	Ongoing
5.	8/27/98	Mr. Bob Runyon will send the Region 2 recommendation for compression of the time of training to the Board for comment.	Ongoing
7.	8/27/98	Ms. Mourrain will prepare a response to the other issues addressed in Dr. Bradford's letter.	Ongoing (Fred Siegelman)
3.	9/24/98	Board members were asked to think about possible sources of funding for training curriculum development for assessors.	Ongoing
5.	9/24/98	Dr. Jackson is to invite Mr. Herb Brass to give an overview of the Task Force on Monitoring Water Quality. He will also invite Mr. Joe Slayton and Mr. Steve Baker to listen to Mr. Brass' presentation.	Ongoing

**List of Participants
Board of Directors Teleconference
October 29, 1998**

Name	Affiliation	Telephone Numbers
Dr. Ken Jackson, Chair	NY Dept. of Health	Tel.: 518-485-5570 Fax: 518-485-5568 e-mail: jackson@wadsworth.org
Dr. Jim Pearson, Chair-elect	Virginia Div. of Consolidated Laboratory Services	Tel: 804-786-7905 Fax: 804-371-7973 e-mail: jpearson@dgs.state.va.us
Ms. Carol Batterton, Past-Chair	TNRCC	Tel: 512-239-6300 Fax: 512-239-6307 email: cbattert@tnrcc.state.tx.us
Dr. Charles Brokopp	UT Division of Laboratory Services	Tel: 801-584-8405 Fax: 801-584-8486 email: cbrokopp@state.ut.us
Dr. Ron Cada Absent	CO Dept. Of Health	Tel: 303-692-3096 Fax: 303-344-9989 email: ron.cada@state.co.us
Ms. Betsy Dutrow, Executive Secretary Absent	USEPA, ORD	Tel: 202-564-9061 Fax: 202-565-2441 e-mail: dutrow.elizabeth@epamail.epa.gov
Ms. Barbara Finazzo	USEPA, Region II	Tel: 732-321-6754 Fax: 732-321-4381 e-mail: finazzo.barbara@epamail.epa.gov
Dr. Charles Hartwig (Senior Advisor to the Board) Absent	FL Dept. of Health	Tel: 904-791-1550 Fax: 904-791-1567 e-mail: charles_hartwig@doh.state.fl.us
Dr. Gary King	New Mexico Legislature	Tel: 505-872-3508 Fax: 505-872-6827 e-mail: lgkgking@nm.net
Ms. Silky Labie	FL Depart. of Environmental Protection	Tel: 850-488-2796 Fax: 950-922-4614 E-mail: labie_s@dep.state.fl.us
Ms. Jeanne Mourrain, Director	USEPA, ORD	Tel: 919-541-1120 Fax: 919-541-4261 e-mail: mourrain.jeanne@epamail.epa.gov

Ms. Jackie Sample	U.S. Navy	Tel: 843-743-8673 Fax: 843-743-8668 e-mail: sample_jackie_h@hq.navsea.navy.mil
Ms. Nancy Wentworth (Invited Guest)- Absent	USEPA, ORD	Tel: 202-564-6830 Fax: 202-565-2441 e-mail: wentworth.nancy@epamail.epa.gov
Dr. Gene Tatsch (Contractor)	RTI	Tel: 919-541-6930 Fax: 919-541-7386 e-mail: cet@rti.org
Ms. Carolyn Cross (Recorder)	USEPA, ORD	Tel: 919-541-3151 Fax: 919-541-4261 e-mail: cross.carolyn@epamail.epa.gov